



**rise
new york**

Created by
 **BARCLAYS**

Your return to work at Rise

Your guide to simple advice and new working practices





Hello Rise member,

good to see you again.



The world we work in is a bit different now, and we want to make your return to Rise as easy and safe as possible.

That's why it's important you and your team follow the simple advice and working practices in this document.

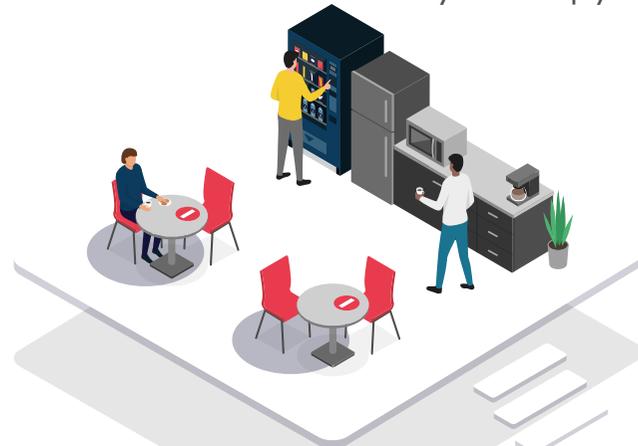
Remember – we're here to support you. If there's anything on your mind, our Rise Operations team is happy to help.

Throughout our offices, you'll see plenty of social distancing measures implemented.



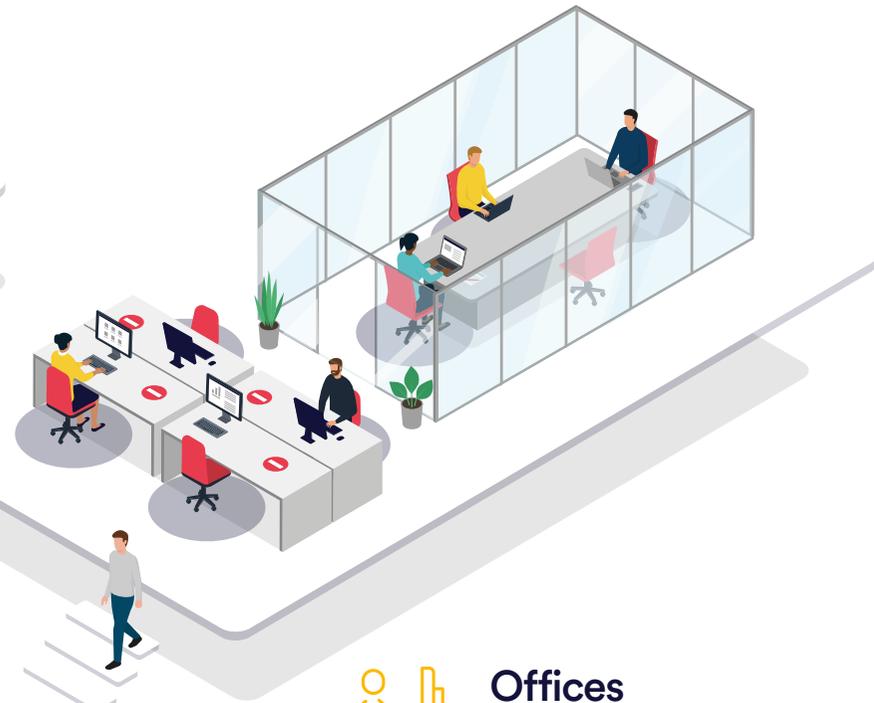
Communal spaces

Reduced capacity at tables and floor markings reminding you to keep your distance



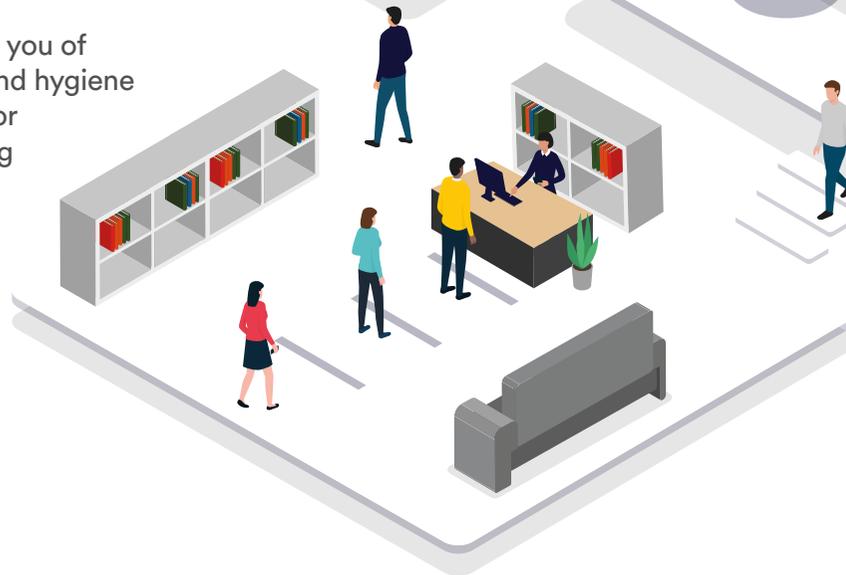
Meeting rooms

Reduced capacity in enclosed spaces



Reception

Signage reminding you of social distancing and hygiene measures, plus floor markings reminding you to keep your distance

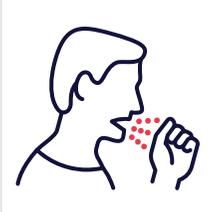


Offices

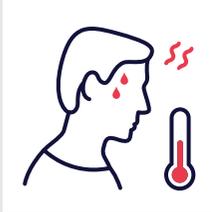
'Not in use' stickers on certain desks to maintain social distancing between work stations

Recognizing COVID-19 symptoms

Know the symptoms of COVID-19, which can include the following:



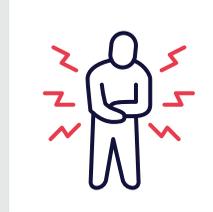
Cough



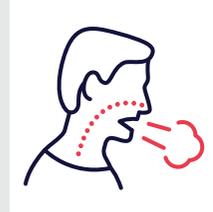
Fever



Chills



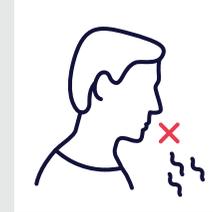
Muscle pain



Shortness of
breath or difficulty
breathing*



Sore throat



New loss of
taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has **emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

If you are experiencing any of the above symptoms, please do not come into Rise.

If you experience any of the above symptoms while onsite, please leave immediately and let our team know by calling:

+1-646-797-0341



Reduced office capacity

We'll be contacting each of you with your new office set up if your work stations have been changed.

Please contact your Rise General Manager if there have been any changes to your headcount needs.



Offices

We're currently operating a clear desk policy, so please keep items to a minimum in order for the desks to be cleaned as thoroughly as possible. And don't share office equipment.



Equipment

Please ensure your personal equipment is kept clean and is not used by others.



Restrooms

All Rise cleaners have been trained according to CDC guidelines. All restrooms will be cleaned frequently for your safety.

Please wash your hands before and after use, ensure that you follow all signage and continue to maintain social distancing.



Kitchens

In the kitchens, you'll find disposable utensils, cups and plates. All are recyclable and eco-friendly.

Please don't forget to dispose of these items after you've finished with them.

Use the gloves provided before touching kitchen appliances



Meeting rooms

Meeting rooms have reduced capacity in order to adhere to social distancing guidelines.

We have placements available for your use along with sanitization stations in each room.

Clean your hands before and after using a meeting room, and if you've used a conference phone or other shared equipment, wipe that down too.



Communal spaces

Keeping our distance from each other. We know it's a little unnatural, but it's so important at this time. Please keep six feet apart. We've placed markings on the floor to help.

Think about other residents and your surroundings when using communal areas like breakout spaces, bathrooms and kitchens. Avoid touching surfaces and ensure spaces are kept clean.

Use the gloves provided before touching printers and office equipment.

Before you start a task, it's okay to stop and think how can I tackle this and ensure everyone's safety?



Elevators

As distancing will be very difficult in elevators, we've had to limit these to one person at a time, so if possible step up and consider using the stairs instead.

Our 24th St entrance is open and available for your convenience.

We have three separate staircases and three elevators for your use.



Air conditioning

You can breathe easy, knowing that while you were away, our HVA air-conditioning systems have been upgraded to have a high-end filtration system to ensure that you are breathing the freshest of air.



Hand washing

You can sing Happy Birthday if you want. Or the chorus to Outkast's So Fresh, So Clean.

However you do it, do it for 20 seconds.

Wash your hands regularly in bathrooms and kitchens. There are hand sanitization stations throughout the site.

When using shared equipment like printers and coffee machines, please use the gloves provided near that equipment.



Face masks

All Rise members are required to wear a face covering at all times while in the office, if they cannot stay at least 6 feet apart.

This means that face coverings must always be worn in common areas including elevators, lobbies, corridors, and when traveling around the office.

All individuals sharing a small enclosed space (e.g., personal offices, meeting rooms or supply rooms) must wear face coverings or ensure that these spaces are only used by one person at a time.



Mail

All mail will be sanitized and wiped with disinfectant before being available for collection.



Emergency evacuations

Follow the building's standard emergency procedure. That might mean not following the direction of the stickers on the floor.



Events

All of our Rise events are digital. Check out the latest events on our [website](#) and in our [newsletter](#).

Feel free to get in touch with one of our community managers if you'd like to collaborate on a virtual event.



Visitors

You must pre-register all visitors using the Envoy check-in system.

Mandatory daily health screening

As one of the measures for safeguarding the health and safety of everyone at our workplace, you must confirm the following statements each day before entering the Rise office:

You do not have a temperature at or above 99.5 degrees Fahrenheit (please take your temperature at home before leaving for work);

You do not have symptoms of respiratory infection (e.g., fever or shaking, chills, cough, shortness of breath, severe sore throat, loss of taste or smell, or muscle aches); and

Within the last 14 days, you have not:

To your knowledge, been in close contact (e.g., within 6 feet for more than 10 minutes) with a person with a confirmed COVID-19 infection (including if you have been alerted of this by a tracking, tracing or other mechanisms);

Received a positive test result or diagnosis based on symptoms for COVID-19; or

Been directed to self-isolate or quarantine.

If you are unable to confirm any of the above statements, please stay at home or return home, consult a medical professional, and notify the rest of your team.

Each day, when you enter the Rise office, posters will remind you to confirm the accuracy of these statements. This means that if you enter the Rise office, you are confirming that the above statements are accurate.